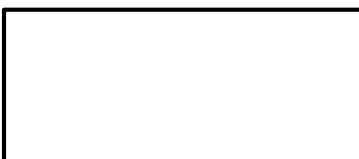


## Elementary School 2019-2020 Student and Parent Handbook

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<p style="text-align: center;"><b>Jefferson</b> <i>Dr. Christina Podraza</i> <i>Principal</i> <i>Mrs. Katie DeLaRosa</i> <i>Assistant Principal</i> 360 E. Crescent Ave <a href="mailto:jefferson@elmhurst205.org">jefferson@elmhurst205.org</a> Office: 630-834-6261 Attendance Line: 630-617-8331</p>	<p style="text-align: center;"><b><u>SCHOOL HOURS</u></b> <b>8:15 School Begins</b> <b><i>Lunch Hour - specific to</i></b> <b><i>each school</i></b> <b>3:00 School Ends</b></p> <p style="text-align: center;"><b><i>Kindergarten</i></b> <b>AM 8:15-11:05 AM</b> <b>PM 12:05-3:00 PM</b></p> <p style="text-align: center;"><b><i>Check school website for</i></b> <b><i>Late Arrival times</i></b></p>	<p style="text-align: center;"><b>Lincoln</b> <i>Mrs. Jennifer Barnabee</i> <i>Principal</i> <i>Mrs. Kalissa Smith</i> <i>Assistant Principal</i> 565 S. Fairfield Ave. <a href="mailto:lincoln@elmhurst205.org">lincoln@elmhurst205.org</a> Office: 630-834-4548 Attendance Line: 630-617-2366</p>



## **Preface**

This handbook is designed to provide parents and guardians of Elmhurst School District 205 elementary students with an introduction to a variety of topics, practices and procedures that are in place at the elementary level. Some topics are directed specifically at parents/guardians while others will need to be discussed with your child. Topics are listed alphabetically.

**We request that you read and discuss these with your child during the first days of school. Please print, complete, and return the signature sheet (found at the end of this document) by September 15.**

Our goal is to ensure that your children receive an excellent education by providing a safe, secure environment in which they are challenged to learn and achieve. We hope this handbook will assist families and staff as we work together to accomplish this goal.

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## **ASSESSMENTS**

At the elementary level, students are assessed in a variety of ways in order to inform teachers, parents, and students about student growth and achievement. Assessment results permit students to set goals for learning and enable teachers to adjust instruction appropriately. Reading skills include phonics/spelling, vocabulary, reading fluency and comprehension, grammar, usage and mechanics, and writing. Math skills are also formally assessed at the end of each unit.

State and national assessments are used to measure student growth and achievement. Principals will send communication to all families on required assessments and appropriate notice of the assessment schedules. Parents receive computer-generated score reports for the assessments.

Principals will provide parents with specific assessment schedules.

## **ATTENDANCE and ABSENCES**

The district's educational program is built on the premise that regular attendance is vital to a student's success in school. The District expects parents or guardians to make every effort to ensure regular attendance for their children consistent with Section 26.1 & 26.2 of the Illinois School Code and to inform the school of any absence and its cause.

Excessive absenteeism includes excessive tardiness. Parents are urged to call the school office with questions pertaining to general attendance procedures.

**If a student is absent from school, the parent/guardian must call the school before 8:15 AM.** The student attendance voicemail is available 24 hours a day for parent convenience. When using the attendance line, please leave the name and grade level of the child, and the reason for the absence

Questions concerning a student's specific attendance should be directed to the school principal.

### VALID REASONS FOR ABSENCE

District 205, in keeping with section 26.2a of the Illinois School Code, considers the following circumstances to be valid causes for a student's absence:

- Illness
- Death in the immediate family
- Family emergency
- Observance of a religious holiday
- Circumstances which cause reasonable concern to the parent or guardian for the safety or health of the student
- Other situations beyond the control of the student as approved by the superintendent or principal

### INVALID REASONS FOR ABSENCE

- Oversleeping
- Missing the bus
- Babysitting
- Completing work for a class
- Private lessons, training, tutoring
- Sports events

A phone call from a parent or guardian will not excuse a student in these circumstances.

### ABSENCES DURING THE DAY

Requests for absences during the school day shall be given to the office on or before the morning of the requested absence. These requests should be in written form from the parent or guardian to the office staff. Absences should fall within the guidelines of valid absence above, with the addition of medically related appointments. Parents/guardians must sign students out prior to leaving the building. Parents are required to escort the student back into the building after an appointment.

### VACATIONS

Parents or guardians are expected to schedule vacations during the summer or on school holidays. **In instances where absences are requested for vacation, parents/guardians must submit a written request to the student's principal two weeks in advance. The absence will be considered unexcused if this procedure is not followed.** Students approved for a vacation will be expected to complete missing class work after returning. Students will be given one day for each day missed to make up work. The school will not provide class work or assignments in advance.

### HOMEWORK REQUESTS

Homework for an absent student may be requested by calling the school before 9:00 AM on the **second day** of absence. Homework will be available by 3:00 PM that day. If the absence extends beyond four days, the student must complete homework and return it to school prior to requesting additional assignments.

### UNEXCUSED ABSENCES

An unexcused absence is one that has not received prior approval or that is not considered valid, as stated previously. An unexcused absence is an absence without permission from any scheduled class or activity for any length of time.

**A student is considered absent if he/she arrives 20 minutes late to the building without valid cause.** The building principal is authorized to grant exceptions to this policy.

### TARDINESS

Parents are responsible for getting children to school on time. Students should begin arriving at the school building no earlier than 8:00 AM. Supervision begins at that time. Classroom instruction officially begins at 8:15 AM for K-5th grade students and 12:05 PM for afternoon kindergarten. Students who arrive after these times without a prearranged absence are considered tardy and must report to the office. A parent must accompany the child to the office to sign the student in.

Punctuality is crucial. Late arrivals interrupt learning for both the tardy student and the other students in the classroom. A student who is late by 20 minutes or more must be marked as absent for that half day period. Parents will be contacted when students have excessive tardiness.

### TRUANCY

A chronic or habitual truant, as defined by the Illinois School Code, is a student who misses 5% or more of the previous 180 regular attendance days without valid cause. Chronic or habitual truants will be referred to the county truancy service and/or the Elmhurst Police liaison officer.

The following resources and supportive services are available as appropriate to students with chronic or habitual attendance problems and their parents or guardians (as indicated in 26.13 of the School Code):

- Conferences with school personnel
- Counseling/testing services of social workers and psychologists
- Referral to community agencies for appropriate services

### ABSENCE NOTIFICATION

To help support regular, daily attendance, our schools will provide families with written notification and follow-up support in cases of high absences/tardies as described below.

**Excused Absences:** When absences reach **seven (7)** days in a given school year, written notification will be in an e-mail or letter sent to the parents or guardian. Subsequently, if the student reaches **ten (10)** absences in a school year, he or she may be required to attend a meeting with his or her parents/guardian and the principal. The purpose of the meeting will be to discuss the reasons for the absences and the possibility for requiring further documentation to excuse future absences (medical documentation). The school waives this requirement for any student with a documented absence, such as hospitalization or serious illness.

**Unexcused Absences:** When a student is absent unexcused **five (5)** days within the previous 180 school days, a parent/guardian and the student will be required to attend a meeting with the Principal, as well as with school support staff (social worker or psychologist), to address the absences and to discuss solutions/supportive services to promote positive student attendance.



If a student is absent unexcused 5% of the previous 180 days of school attendance (nine days), the school will refer the student to the County Truancy Officer, as required by the Illinois School Code. Referral to the Elmhurst Police liaison may occur for any/all unexcused absences.

### HOMEBOUND TUTORING

A student who is absent from school, or whose physician anticipates his or her absence from school for ten days or more, because of a medical condition may be eligible for instruction in the student's home or hospital. Tutors are available for this purpose at no extra cost to parents. Forms used for requesting this service are on file in every building principal's office and must be signed by a physician.

### **BEHAVIOR and DISCIPLINE**

Students are expected to behave respectfully towards others at all times and to demonstrate responsible behavior towards adults and other children throughout the day, including before and after school and during the lunch hour. Our goal is to provide each student with the best education possible in a safe, calm and friendly environment. To accomplish this goal, we focus on teaching students expected behaviors in a variety of school settings through (PBIS) Positive Behavior Intervention and Support. We expect students to accept others' differences; express feelings appropriately, solve conflicts through peaceful means, and work and play together.

Students who have difficulty following our expectations will receive a consequence commensurate with their misbehavior (for example, a warning, time out, parent contact, referral to principal, detention, and, most seriously, a suspension or expulsion from school). When disciplinary action warrants, parents will be notified. Incidents involving battery to staff, firearms, and drugs will be reported to the State's Student Incident Reporting System (SIRS). All schools communicate behavior expectations to parents each year.

Please refer to Board policy 7:190: Student Discipline.

### Weapons

Objects that can be considered weapons, play items that resemble weapons, illegal substances and any type of explosive device, including fireworks, are strictly forbidden (School Board Policy 7:190). Students bringing such items to school will be subject to disciplinary action that can result in suspension or expulsion from school.

### Bullying

Students Prevention of and Response to Bullying, Intimidation, and Harassment Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or

actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or the orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

*Bullying* includes *cyber-bullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

*Cyber-bullying* means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic-system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

*Restorative measures* means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the

likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

*School personnel* means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

### Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of bullying as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

**Complaint Manager:** Dr. Mark Cohen  
162 S. York, Elmhurst IL  
mcohen@elmhurst205.org  
630-617-2302

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
  - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.

- b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
  - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
  - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying. The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.
6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. Reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
  - a. The frequency of victimization;
  - b. Student, staff, and family observations of safety at a school;
  - c. Identification of areas of a school where bullying occurs;
  - d. The types of bullying utilized; and
  - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District has already collected for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the

information must be provided to school administrators, Board members, school personnel, parents/guardians, and students. 12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:

- a. 2:260, Uniform Grievance Procedure. A student may use this policy to complain about bullying.
- b. 6:60, Curriculum Content. Bullying prevention and character instruction is provided in all grades in accordance with State law.
- c. 6:65, Student Social and Emotional Development. Student social and emotional development is incorporated into the District's educational program as required by State law.
- d. 6:235, Access to the District Network and Technology. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
- e. 7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
- f. 7:185, Teen Dating Violence Prohibited. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
- g. 7:190, Student Discipline. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
- h. 7:310, Restrictions on Publications. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

## **BEHAVIORAL INTERVENTIONS**

The District has adopted a policy and developed procedures on the use of behavioral interventions for students with disabilities who require behavioral interventions. The District provides a copy of the policy and procedures to parents and guardians of all students with individualized education plans. A copy of the District's guidelines may be obtained through the school or the Student Services Department.

## **BICYCLE POLICY**

Children in the third, fourth and fifth grades may ride bicycles to school and are strongly encouraged to wear bicycle helmets. However, families must first fill out and have on file in the office a Bicycle Contract. We request your help in impressing on your child the four stipulations involved in riding to school. Bicycle permits may be suspended if these rules are not followed.

- Bicycles must be walked on school grounds.
- Riding double to or from home and school is not allowed.
- Bicycle rules of the road must be followed. These rules are available from the state of Illinois at [http://www.cyberdriveillinois.com/publications/pdf\\_publications/dsd\\_a143.pdf](http://www.cyberdriveillinois.com/publications/pdf_publications/dsd_a143.pdf)
- Bicycles should be locked in the school bicycle racks.

Children in the first and second grades may ride bicycles to school *only if* accompanied by an adult to and from school. The rules stated above also apply to these students and their parents to ensure the safety of all children.

For safety reasons, in-line skates (rollerblades), skateboards, scooters and *heelies* or *wheelies* (any shoes that have a wheel in the heel) are NOT permitted on school property.

## **BIRTHDAYS**

With our emphasis on healthy eating, waste-reduction and good use of our instructional time and because of the increase in food allergies among students, edible treats are not to be sent to school for birthday observances. Inedible treats, such as pencils or stickers, are acceptable, as are donating a book, game or sports equipment to the school or classroom in the child's name.

Unless the entire class is invited to a student's party, invitations cannot be distributed at school.

## **BOUNDARY INFORMATION**

Students are generally required to attend the school in the attendance area in which they live. Students whose families move from one area to another within the limits of District 205 during the course of the school year may, with the Superintendent's consent, continue to attend the school in which they first registered for the remainder of the current school year. Transportation will not be provided. The building principal can provide further information on boundary regulations. The District boundary map can be found on the District website: [www.elmhurst205.org/boundaries](http://www.elmhurst205.org/boundaries).

## **BUILDING SAFETY – RADON, ASBESTOS**

Please see BUILDING SAFETY - RADON, ASBESTOS in the Appendix (begins on page 24).

## **CALENDAR**

Parents should be aware that tentative last day of school incorporates five emergency days that may be used. School calendar information may be found on the District website: [www.elmhurst205.org/events\\_calendar](http://www.elmhurst205.org/events_calendar).

## **CELL PHONES/APPLE WATCHES/GIZMOS**

A student may have a cell phone in school ONLY if it is kept hidden from view, turned off, is not used in or around the school (8:00 AM - 3:05 PM) and is not used on a school bus. This also applies to any communication device similar to a cell phone such as an Apple Watch or Gizmo.

## COMMUNICATION

Keeping the channels of communication open between home and school is important to the success of all students. Parents can assist in the learning process by keeping teachers informed about issues that may impact their child's success at school.

All schools and teachers maintain updated web pages (go to [www.elmhurst205.org/schools](http://www.elmhurst205.org/schools)) that provide timely information and links to the school and district calendars. School web pages should be your first source of information. We realize that not everyone has access to the Internet. Parents should notify the school office if they need paper copies of general news.

At the District level, weekly emails are sent on Mondays throughout the school year. Known as Talk205, this e-newsletter is comprised of general news items shared with all District 205 parents, staff and Key Communicators. Interested community members may sign up to receive these messages by clicking on the Talk205 link (see box on the right side of the District homepage – [www.elmhurst205.org](http://www.elmhurst205.org)) and submitting their name and contact information.

Our individual schools send Talk205 emails (and sometimes phone calls) as well. A banner reflecting the school's color and name appears at the beginning of the email, which identifies the sender.

In addition, Board Highlights email messages are sent within 48 hours of each Board of Education meeting, providing a summary of general discussion topics, as well as highlighting students and staff who were honored during the meeting. Distinguishable by the Board Highlights banner, these messages also go to all District 205 parents, staff and Key Communicators. Audio files of the Board meetings are posted on the District website, along with past editions of Board Highlights, under the Board of Education drop-down menu. Video files of the meetings are generally posted within 48 hours (see Meeting Video).

### By Telephone

All District 205 staff have voicemail. If a teacher is unavailable when a parent calls, the office will take a message or connect you to his/her voice mail. Your message should include the best time to return the call and the number where you can be reached. In general, phone conversations should be brief. If more time is needed, an appointment should be scheduled so the teacher may thoroughly review the issue or concern. Teachers may call the student's home if concerns or questions arise. If regular progress reports are required, a weekly communication should be sufficient in most cases.

### In Person

Please schedule an appointment in advance by telephone, so the school personnel can arrange to be available. Informing the staff member ahead of time regarding specific topics you would like to discuss will help him/her be better prepared to address your questions and concerns. When the need arises, school personnel will request a meeting with parents to discuss topics related to a student's academic performance and/or behavior at school.

### Email

School personnel use email for general as well as personalized communication to parents. Email addresses and phone extension numbers for all staff are available from a pull-down tab on the school webpage. Please remember that teachers check their email once or twice a day, so issues of extreme importance should be communicated through a phone call to the office. Because email may lack tone and is one-sided, we ask that parents and school personnel talk in person or over the phone to avoid lengthy emails. A conversation is often more productive than back-and-forth written communication.

### The Backpack

The student's backpack is the communication "vehicle" during elementary years. Parents should check its contents nightly if possible. Homework, graded work, notes from the teacher, test results, report cards and other important information is sent home with the student.

### Conferences

Parent-Teacher conferences are held in November, and all parents are expected to participate. Parents are asked to schedule a conference with their child's teacher(s) during the designated conference dates. We recognize there may be times outside of the designated conference dates which necessitate scheduling a meeting. Parents are encouraged to contact the teacher to make arrangements. Parents who wish to schedule one should call their child's teacher. Parents are also welcome to observe their child's classroom, but first must contact the teacher to arrange a time and date. *(See also School Security and Visitor Sign-In)*

### Relaying Messages

It is important that your child know the "after school" plan—where he/she is going, who is picking him/her up and with whom they are walking home. Sometimes plans change, but only in such emergencies should parents contact the school office to relay a message to the student. For example, arranging a playdate is not considered an emergency. We do our best to avoid disrupting classrooms with intercom announcements, so we ask that you provide the office staff with sufficient time to relay the message. Please do not email teachers about last minute changes because there is a good chance the teacher won't see the message until after students are dismissed.

### Dealing with Concerns

Classroom concerns should be addressed with the teacher. Other concerns should be directed to the principal. If your concerns have not been addressed to your satisfaction, the principal will advise you of the appropriate person to contact. This determination will depend on the issue under discussion and the grade level of the student. In general, questions or concerns related to District programs should first be directed to the building principal.

## **DISTRICT 205 FOUNDATION**

The District 205 Foundation for Educational Excellence is a not-for profit corporation established to enrich the educational experience of the students in Elmhurst Community Unit School District 205. In pursuing this mission, the Foundation advocates partnership between the public and private sector, and solicits, receives, and allocates gifts, grants, services and bequests of money and property benefiting District 205. The Foundation awards grants to teachers, students and community members annually. Contact the Foundation at (630) 617-2328 for more information.

## **DRESS CODE**



All students are expected to dress appropriately so that their clothing does not distract themselves or others from learning. For example, images or words that advertise or refer to violence, alcohol, cigarettes, drugs or foul language are not permitted. Clothing that is revealing is also inappropriate.

It is also important that clothing is safe. Students participate daily in P.E., recess, or TDPE (Teacher-Directed PE). Rubber-soled athletic shoes are the safest footwear, while flip flops, sandals and any “heels” are not safe for elementary students.

## **DRILLS**

Each year, every school conducts a minimum of three fire drills, one bus evacuation drill, an earthquake drill, a severe weather drill, and a lockdown drill. All students and staff are given information to prepare them for each drill.

## **ENGLISH LEARNER (EL) PROGRAM**

The District English Learner (EL) program consists of students whose primary language is not English, and who qualify for English language support. Qualifying students are identified with a state mandated screener. Qualified students are entitled to three years of EL program enrollment, but actual duration of services varies depending on student performance on state mandated assessments.

For more information about the EL program, please see the District website under the “Resources” menu, or contact your school office.

## **EMERGENCY SCHOOL CLOSING**

In the event that bad weather or other conditions cause a delayed start or closing of schools there are several ways to find out important information.

- Each household will receive an automated phone message from the Superintendent’s office in the case of a weather-related late start or school closing
- Details are posted on the homepage of the District 205 website: [www.elmhurst205.org](http://www.elmhurst205.org)
- Information is posted on the Emergency Closing Center website at <http://www.emergencyclosingcenter.com> and disseminated to radio and television stations as follows - AM Radio: WBBM (780), WGN (720)/TV: CBS-2, NBC-5, ABC-7, WGN-9, Fox 32, CLTV-26
- A recorded message is posted on the following District 205 phone line: 630-834-4530

Individual school names will not be announced; therefore, listen for **District 205, Elmhurst**. Other districts in the Chicago area also use the number 205.

## **FOOD GUIDELINES Elmhurst 205 Administrative Guideline for Snacks, Rewards, Parties, Curriculum Related Events**

### DAILY CLASSROOM SNACKS

The District places an emphasis on healthy snacks with a focus on fruits and vegetables. A list of allergen safe ingredients will be provided for those students in an allergy-aware classroom. Guidelines for reading and interpreting ingredient labels will be provided by the school nurse. Teachers will communicate with parents if

snacks will be allowed in their classrooms.

#### REWARDS

Teachers will not use foods or beverages as rewards for individual or small group academic performance or good behavior. PBIS/all school rewards will adhere to these guidelines.

#### BIRTHDAYS

Non-edible birthday treats such as pencils, stickers, etc. are allowed to be distributed for birthdays. No food items shall be allowed for birthday celebrations.

#### CLASSROOM AND GRADE LEVEL PARTIES

Food items are not to be distributed or used for classroom and grade level parties. Activities planned for classroom and grade level parties are to use only non-food items.

#### CURRICULUM RELATED FOOD EVENTS

A permission slip with food items and ingredients listed must be sent to parents at least 3 school days prior to the instructional activity. Instructional programs must be developed with sensitivity to specific classroom allergies.

#### PTA EVENTS

PTA Events need to use allergen-safe foods whenever possible at their events. Ingredient lists need to be provided with the lists of foods prior to the event and upon request during the event. Specific allergy restrictions need to be complied with for any rooms/spaces utilized. PTA sponsored lunches, which are provided at a cost to parents, must follow the USDA meal or "Smart Snack" guidelines per ISBE requirements.

### **Frequently Asked Questions**

#### **Q: Does my child's fruit have to be fresh?**

A: No, fruits and vegetables do NOT need to be fresh. We ask that they truly be fruits and vegetables such as fruit cups, applesauce, etc. and NOT items like fruit snacks. When bringing in items that are not fresh fruits or vegetables, they must adhere to any allergen-safe-[insert ingredient] list provided for your child's classroom.

#### **Q: Can I send a homemade-treat to school with my child for a party?**

A: No, homemade snacks/treats will NOT be accepted for parties.

#### **Q: Can I send a treat to school with my child to share?**

A: No. Children are not permitted to share snacks or lunch items.

#### **Q: Why is it important to follow the district food guidelines?**

A: Our school is required to comply with Public Act 96-0349. We developed procedures that promote prevention and management of life threatening allergic reactions. While these new procedures may initially seem restrictive, we have a responsibility to keep all children safe while they are in school. Also, making healthy food choices is an important habit for our students to learn and practice.

### **GIFTS**

We know that many parents and students enjoy presenting their teachers and staff with small gifts as a token of appreciation. District teachers and staff may only accept small, nominal gifts that are valued at less than \$100 per Board policy and Illinois law.

### **GUM, CANDY, SPORTS EQUIPMENT, TOYS and ELECTRONIC MEDIA**

Students and adults are not permitted to bring gum, candy, skateboards, scooters, toys or electronic gadgets and media to school or to the playground. The school is not responsible for loss, theft or damage to personal items. Additionally, food may only be eaten in the lunchroom or classroom with teacher's permission.

### **HEALTH AND WELLBEING**

#### Erin's Law

"Erin's Law" requires that all public schools in each state implement a prevention-oriented child sexual abuse program which teaches:

1. Students in grades preK – 12th grade, age-appropriate techniques to recognize child sexual abuse and tell a trusted adult
2. School personnel all about child sexual abuse
3. Parents and guardians the warning signs of child sexual abuse, plus needed assistance, referral or resource information to support sexually abused children and their families

#### Robert Crown Puberty Education

Puberty education is formally offered to students beginning in grade five as part of the District's current Health curriculum. If a parent does not want a child to participate in any part of the puberty education curriculum, he/she may contact the child's school principal.

### **HOMELESS ASSISTANCE**

For information pertaining to homeless assistance please contact Dr. Kathleen Kosteck, Assistant Superintendent of Student Services, at 630-617-8327.

### **HOMEWORK**

The current research on homework to date comes from noted researcher John Hattie and recently confirmed by Duke University psychology professor Harris Cooper, who found evidence of a positive correlation between homework and student achievement only for students in 7th-12th Grade. There was almost no effect on achievement for younger students. The only homework that appears to have an impact on student learning is daily at home reading.

As a district we are encouraging teachers at the elementary level to eliminate the practice of daily homework and encourage parents to support family time as well as their child's personal interests such as team and individual sports, creative expression and imaginative play. It is very important that parents promote daily at

home reading. Read to your child, listen to them read and let them read. It makes a difference!

Families are encouraged to set aside time each day to read. This provides the opportunity to practice reading and helps to establish a lifelong habit.

## **LOST and FOUND**

We maintain a lost and found area at each school. Please tell your child to look there if she/he is missing mittens, a coat, a lunch box, etc. It is extremely important to write your child's name with indelible ink on all outerwear (boots, too) and lunch bags so these can be returned to the classroom. Lost valuables, such as house keys or jewelry, are kept in the office.

## **LUNCH**

Students have the option to purchase milk (.55) or a hot lunch (3.10). Those who participate in the hot lunch program must prepay. This can be done online with the student's ID number. (Visit MySchoolBucks at <https://www.myschoolbucks.com/>)

Students may also bring a lunch from home and are encouraged to use reusable containers. No glass please. **NO** microwaves are available to heat food.

Further rules regarding lunch time are as follows:

- If a student will be going home for lunch a note is required.
- Students may not return to the building until the end of their designated lunch hour. Students who return early from their home lunch are not permitted to join their class at recess.
- All elementary schools have closed campuses. Students are not allowed to leave during the lunch hour to patronize local businesses without adult supervision.
- Students are expected to clean up their own area, dispose of waste, and recycle.
- Students are to dress appropriately for an outdoor play period. Children play outside every day unless it is raining or the wind chill or temperature is below 0 degrees Fahrenheit.
- The student who has a medical reason for staying indoors must bring a note from the doctor, as children are only allowed to stay indoors one day at the parent's request.

### Free/Reduced Lunch

Students qualifying under federal or state guidelines for free lunch shall have their meals provided at no cost. Students who qualify for reduced lunch will pay 40 cents per meal. Details on the necessary qualifications for the free/reduced lunch program may be obtained from the building principal.

## **MEDICAL INFORMATION**

Please see MEDICAL INFORMATION in the Appendix.

## **MEDICATION POLICY**

The medication policy is outlined in Board policy 7:270: Administering Medicines to Students:

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No school district employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

A student may possess an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form." The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

## **NO SMOKING POLICY**

Smoking and the use of tobacco products are prohibited at all times on all school property and in all school buildings. This policy applies to employees, students, parents and visitors.

## **PETS**

Dogs and other pets are not permitted on school property at any time. This is an issue of student safety.

## **PHYSICAL EDUCATION MEDICAL EXCUSE**

A student may be excused from P.E. for reasons of illness or injury for up to one week with a note from the parent/guardian. The note must include the reason and duration of the excuse. If the reason is not specified or obvious, the nurse will contact the parent or guardian to verify information.

If a medical concern extends beyond one week, a doctor's note specifying the reason for and the duration of non-participation is required. Medical excuses must be submitted to the nurse at the start of the school day.

Students with medical excuses will also be excused from intramurals, recess and teacher-directed physical education.

If a long term injury or illness is such that limited participation is possible, parents or legal guardians are requested to ask the supervising doctor to provide written guidelines specifying the kinds of activities in which the student may or may not participate.

## **PLAYGROUND**

There is no supervision on the playground prior to or after school. Students are not allowed to play on the school playground equipment before school and should go directly home after being dismissed from school, unless under parent supervision.

## **PTA**

All elementary schools have active Parent-Teacher Associations (PTA), and all parents are encouraged to join their school's PTA. The PTA's role is to support the educational programs of each school through collaboration with school personnel, the PTAs help create an enriching learning environment for all students. They also offer a multitude of ways to volunteer and make a difference in our schools. A link to your school's PTA can be found on the school webpage.

Support groups are also available for parents of gifted and academically talented (REACH) and special education students (SERG). You can find more out about these groups on the school and District websites.

## **REACH PROGRAM**

District 205 is committed to providing access to educational programs that are appropriate for students demonstrating academic needs throughout their elementary, middle, and secondary experience. The overall program combines higher level thinking and problem solving with a differentiated curriculum that includes components of enrichment and/or acceleration.

Primary level students (K-2) are provided appropriate curriculum differentiation when they demonstrate academic need. Any enrichment experiences prior to Grade 3 are not part of the REACH program. Students are formally identified in the spring of their 2<sup>nd</sup> grade year for services beginning in Grade 3. Eligibility for the REACH Program is determined by standardized test data, student performance, and teacher feedback. Beginning in Grade 3, formally identified students meet in groups with a REACH resource teacher for language arts and /or math.

## **SCHOOL BOARD MEETINGS**

Meetings of the Board of Education are held at the District 205 Administration Building, 162 S. York Street, Elmhurst, generally on the second and fourth Tuesday of each month at 7:30 PM. during the school year. (Exceptions: One meeting per month is held in November, December, June, July and August.) Specific dates can be found at the District website, [www.elmhurst205.org/boe\\_dates](http://www.elmhurst205.org/boe_dates).

## **SCHOOL SECURITY and VISITOR SIGN-IN**

All building doors are locked during the school day. Students are taught not to open a door for any adult. For admittance, parents and other visitors are required to ring the front doorbell and go directly to the school office. All visitors are asked to present a valid state issued ID and will receive a visitor's badge, which must be worn during the entire stay in the building. Visitors must check in at the office to receive a visitor's badge upon every visit. If you are in the building without such identification, please expect staff members to approach you and escort you to the office.

## **SPECIAL EDUCATION**

District 205 maintains special education programs and services that meet the educational needs of specific students. Parents have the right to receive, upon written request, a copy of the NOTICE OF PROCEDURAL SAFEGUARDS FOR PARENTS/GUARDIANS OF STUDENTS WITH DISABILITIES governing Special Education. This document can also be located on the District website within the [Student Services page](#) or on the Illinois State Board of Education website. Parents are expected to participate in the planning of special education programs for their children. Please contact the school principal for more information.

## **SBRs (REPORT CARDS)**

Three times a year, students will receive a Standards Based Report Card (SBR) that will communicate their progress in all content areas, as well as in their social skills development and work habits. These will be sent home electronically.

## **STUDENT FEES**

Specific information concerning fees will be available during the registration period. Families whose proof of income shows family income at or below the National School Lunch income guidelines for free lunch qualify for a waiver of textbook rental, technology and insurance fees. For more information, please see the District websites for fees and financial assistance on the following webpage ([www.elmhurst205.org/fees](http://www.elmhurst205.org/fees)).

## **STUDENT RECORDS**

Every effort is made to ensure the rights of parents and students as provided under the Family Education Rights and Privacy Act and the Illinois School Student Record Act. Copies of these laws pertaining to student records are available in each school building. Please see STUDENT RECORDS in the Appendix for more information.

## **SUICIDE AND DEPRESSION AWARENESS AND PREVENTION**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district's policy, is posted on the school district website. Information can also be obtained from the school office.

## TRAFFIC

Please follow individual school traffic guidelines that can be found on each school's website. All students arriving or departing by vehicle must use the designated pick-up/drop-off procedures (see school webpage for details). All drivers must use caution around school property and watch for children at all times.

### **State law prohibits drivers from using cellphones in school zones.**

Elmhurst has a No-Idle Zone policy. When waiting in your cars to pick up children from school, please turn off the car engine to reduce emissions. Please "kick the habit" and do your part to ensure the health of our school community and our planet by observing the No-Idle Zones around all schools.

## TRANSPORTATION

Bus service is provided at those schools where students live 1.5 miles from school or must make hazardous crossings to come to school. Only those students eligible for bus service may ride the bus. Children are only allowed to ride the bus to which they are assigned. Failure to observe the rules for safety and respect may result in a student losing bus privileges. Please do not expect your "walker" to be allowed to ride the bus to a friend's home.

### **Bus Accident**

If a bus accident occurs with a possible injury, paramedics will be called to the scene. Emergency medical service personnel will determine the nature of injuries and take appropriate action. Parents will be notified.

## TECHNOLOGY

Please read and discuss the Technology Responsible Use section below with your child(ren). A complete copy of the Access to the District Network and Technology procedure, which includes responsible use guidelines, can be found on [www.elmhurst205.org/technology](http://www.elmhurst205.org/technology).

If the Elementary School Student and Parent Handbook Sign-off Sheet (last page of handbook) is not signed and returned to your child's teacher, your child will not be able to use computers of the Internet at school.

### **Technology Responsible Use (Elementary Student)**

I have the right to:

- Use devices and other technologies for school purposes with my teacher's permission
- Use the Internet with my teacher's permission

I have the responsibility to:

- Follow the rules and directions for using school computers and the Internet
- Keep my passwords and personal information private
- Treat others with respect both online and offline
- Access devices, websites and files to which my teacher has given me permission
- Tell an adult if something seems wrong or makes me feel uncomfortable
- Take care of the school equipment including computers
- Properly cite other people's work, including words, pictures, sound, and video (third – fifth grade)

I understand that:



- Using school devices is a privilege, not a right
- Some things I read on the Internet may not be true
- Choosing to use devices responsibly allows me to keep my privileges

## **VIDEO RELEASE**

During the school year, students are occasionally photographed or videotaped for District publicity. Parental permission will be requested for all photos and other student-created materials used on the District website as part of the Photo Video Release included with online registration materials.

## **VIDEO SURVEILLANCE**

Video cameras will be used in common areas of the school for the primary purpose of reducing disciplinary problems, vandalism, and to provide a safe environment for students and staff. Disciplinary action may be taken with students based on video documentation.

## **WEBSITE**

The purpose of the school website and the District website are to provide a resource for students, staff, parents and community members. Parents/guardians are asked to sign a release during the annual registration process giving consent to use their child's name, voice, image or original work on the District 205 website or school website.

## **APPENDIX**

### **BUILDING SAFETY – RADON, ASBESTOS**

Recognizing that indoor radon constitutes a substantial health risk; District 205 has tested its facilities to ensure an environmentally safe learning environment. All tested areas were below the U.S. Environmental Protection Agency's action level. A complete list of the rooms and areas tested and the actual results of the radon testing are available in the Buildings and Grounds Office at the Administration Center, 162 S. York, Elmhurst, IL 60126.

All schools in District 205 have had an asbestos inspection as required by the Asbestos Hazard Emergency Response Act (A.H.E.R.A.). Furthermore, a management plan was filed with the State of Illinois on October 12, 1988. Inspections were completed in 1991 and 1994 and every three years thereafter. This plan is also available from the Buildings and Grounds office.

### **MEDICAL INFORMATION**

#### Dental Exams

Parent(s)/guardian(s) must present proof of their child/children having been examined by a licensed dentist before May 15 of the current school year for students in kindergarten, second, and sixth grades.

#### Emergency Information on File

Each child is required to have on file Emergency Information complete with emergency addresses and phone numbers of two responsible persons living nearby in case the parent cannot be reached. Emergency information is collected annually during registration and can be updated during the school year at the school office. Children

who become ill and must go home may do so only after contact has been made with a parent or designated responsible person. Temperature readings should be normal for 24 hours before the student returns to school after an illness. If your child should contract a communicable disease, please notify the school nurse.

#### Immunization/Medical Exam Guidelines

Elmhurst School District 205 has an Exclusion Policy requiring all students to be in compliance with state-mandated physical examination/immunization requirements by October 15. Those not in compliance by this date will be excluded from school. This policy applies to all students entering Early Childhood, Kindergarten, 6th, 9th and 12th grades, as well as to students transferring into Illinois from outside of the State or outside of the country.

A student's parent(s)/guardian(s) shall present proof of student's health examination and required immunizations as follows:

- Health Examination dated within one year before entering Madison Early Childhood Center, kindergarten, sixth, and ninth grades
- Immunizations requirements for all students entering Madison Early Childhood Center, kindergarten, sixth, ninth, and twelfth grades
- Health Examination dated within one year when a student transfers from another Illinois school district, entering kindergarten, sixth or ninth grade
- Health Examination & Immunization whenever an out-of-state student first enrolls in a District school, regardless of the student's grade

Failure to comply with the above requirements by October 15 of the current year will result in the student's exclusion from school until the required completed health forms are presented. If a medical reason prevents a student from receiving a required immunization by that date, the student must present an immunization schedule and a statement of the medical reasons causing the delay. All transfer students who are first-time registrants shall have 30 days following registration to comply with the health examination and immunization regulations.

All students must have on file a record of immunizations and dates administered by their doctor for polio, chicken pox, Hepatitis B, DPT, measles, rubella, and mumps. Specific information as to the sequence of the immunization may be obtained from the school health office.

We know that you are interested in a good health program for your child. Our schools give much attention to good health practices for children. We sincerely request your cooperation with our efforts.

#### Vision Exams

The state of Illinois requires that all students new to the District or are entering kindergarten have a vision exam by a physician.

#### Vision/Hearing Screening

The District provides hearing screening, as required by state law, for hearing in grades 1, 2, 3, and special education referred or eligible students at parent or teacher request. Vision screening is conducted for students in grades 2 and 8, and special education referred or eligible students at teacher/parent request are also screened. All new students and anyone receiving Special Education Services will have both vision and hearing tests. The school nurse will notify parents if a child needs further evaluation.

## **STUDENT RECORDS**

### Right to Inspect Student Records

Pursuant to Federal and State laws, a parent has the right to review his or her child's educational records. Records may be inspected by contacting the Principal of the school for an appointment.

### Types of Student Records

The "permanent record" includes:

- Basic identifying information, including the student's name and address, birth date and place, and gender, and the names and addresses of the student's parents/guardians
- Academic transcript, including grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations
- Attendance record
- Accident reports and health record
- Record of release of permanent record information and
- Scores received on all State assessment tests administered at the high-school level (grades 9-12)

The permanent record may also include:

- Honors and awards received and
- Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations

The "temporary record" consists of all information not required to be in the Student Permanent Record, which will include:

- Record of release of temporary record information
- Scores received on all State assessment tests administered at the elementary grade levels (kindergarten through grade eight)
- Information regarding serious infractions (e.g., those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension or the imposition of punishment or sanction
- The completed home language survey form;
- "Indicated" reports of physical or sexual abuse of the student, submitted to the school district by the Child Protective Service Unit in accordance with Section 8.6 of the Abused and Neglected

Child Reporting Act, 325 ILCS 5/8.6. and

- Any biometric information that is collected in accordance with the Illinois School Code

The temporary record may also include:

- Family background information
- Intelligence test scores, group and individual
- Aptitude test scores
- Reports of psychological evaluations, including information on intelligence and personality and academic information obtained through test administration, observation, or interviews
- Elementary- and secondary-level achievement test results
- Participation in extracurricular activities, including any offices held in school-sponsored clubs or

organizations

- Honors and awards received
- Teacher anecdotal records
- Special education files, including evaluation reports, IEPs, test protocols, and all records and tape recordings relating to special education placement, hearings, and appeals
- Any verified reports or information from non-educational persons, agencies or organizations
- Other disciplinary information and
- Other verified information of clear relevance to the education of the student

### Rights of Parents

- To inspect and copy permanent and temporary records, except where an order of protection prohibits disclosure
- To control access and release of student records, and request a copy of information released
- To challenge contents in a student's record, except for academic grades, pursuant to the challenge procedures set forth below
- To be notified of persons, agencies or organizations having access to student records without parent consent (see the following section)
- To copy student record information prior to destruction and to be notified of the school's schedule for reviewing and destroying such information
- To be informed of the categories designated as directory information and to prohibit the release of such information
- To challenge, prior to transfer to another district, any information in a student's records, except for academic grades and references to expulsions or out-of school suspensions

### Persons, Agencies or Organizations Having Access to Student Records Without Parent Consent

Access to student records without parental consent is afforded to school or school district officials with a legitimate educational or administrative interest regarding the student. A school or school district official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; or a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, medical consultant, therapist, or data analysis/reporting firm). A school or school district official has a legitimate educational or administrative interest if the official needs to review a student record in order to fulfill his or her professional responsibility.

The District may also release student records without parental consent in accordance with the exceptions set forth in Section 6 of the Illinois School Student Records Act.

### Procedures for Challenge

Parents may challenge or seek amendment of student records believed to be inaccurate, irrelevant, misleading, or otherwise in violation of the student's privacy rights.

Parents wishing to initiate a challenge must provide the Assistant Superintendent for Student Services with a written description of the specific entry or entries to be challenged and the basis of the challenge. The Assistant Superintendent will review the challenge and the appropriate records, conduct an informal conference with the parents, and issue a decision. If the Assistant Superintendent denies the challenge, the parents will have the right to request a hearing before an impartial hearing officer. If a hearing is requested, the hearing officer will

schedule a hearing, with notice to the parents of the time and place. The parents will have the opportunity to present evidence at the hearing, and a record will be made of the hearing. The hearing officer will issue a written decision, which will be transmitted to the parents. If the challenge is denied, the parents will be advised of any further appeal rights. If a hearing is requested, the hearing officer will schedule a hearing, with notice to the parents of the time and place. The parents will have the opportunity to present evidence at the hearing, and a record will be made of the hearing. The hearing officer will issue a written decision, which will be transmitted to the parents. If the challenge is denied, the parents will be advised of any further appeal rights.

*Additional Information*

Permanent records are maintained for at least 60 years after the student has transferred, graduated or otherwise permanently withdrawn. Temporary records are maintained for at least five years after the student has transferred, graduated or otherwise permanently withdrawn.

The school may charge the actual cost (not to exceed 35 cents per page) of copying student records at the request of a parent or student. However, no parent or student will be denied requested copies due to inability to pay for the copies.

Pursuant to the Family Educational Rights and Privacy Act ("FERPA"), a parent may file a written complaint with the U.S. Department of Education when he/she believes that a violation of FERPA has occurred.

No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under the Illinois School Student Records Act.

# Elementary School Student and Parent Handbook Sign-Off Sheet

All families must have this form on file indicating that they have read and understood the information contained in the Student and Parent Handbook.

It is important that parents/guardians discuss with their children the information that specifically pertains to students (e.g., Attendance, Behavior and Discipline, Bicycle Policy, Birthdays, Cell Phones, Dogs and Pets, Dress Code, Gum...and Toys, Lunch, Playground and Technology).

Parent/Guardian Family Name (please print): \_\_\_\_\_

Please list all students' names and room numbers:

STUDENT NAME	ROOM NUMBER
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

*We have discussed the contents of this handbook with our elementary school child(ren).*

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

*Please return this form to your child's teacher.*